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I SUGGEST THAT WE ABOLISH OUR PRESENT METHOD OF SENDING RENEWAL LISTS TO THE OFFICES, AND USE THE FOLLOWING METHOD:

1. Send only two lists each year to the offices - one worldwide list for annuals and one worldwide list for newspapers and periodicals.
2. Stop preparing the lists by IBM print - out. Prepare cards with full bibliographic information - complete title, place of publication, publisher, periodicity and price - all in plain text instead of code. Print the lists by listomatic camera.
3. Send the offices a complete list of all items received in the agency - not just the ones their office is supposed to receive.
4. Do the sorting by post or dealer after the lists are returned from the offices instead of before.
5. Send the posts lists which contain the same full bibliographic information that was supplied to the agency offices.
6. Do this each year in June, July and August and use summer help to do most of the work.

*who is
after ?*



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